



EBHO

EAST BAY HOUSING ORGANIZATIONS

Job Announcement **Communications & Education Programs Director**

East Bay Housing Organizations (EBHO) is the leading affordable housing advocacy coalition serving Alameda and Contra Costa Counties through its mission to preserve, protect and expand affordable housing opportunities through education, advocacy and coalition building. This dynamic non-profit membership organization includes more than 250 organizations and community leaders advocating for affordable housing development and favorable housing policies at the local and regional level. EBHO's broad-based membership includes non-profit affordable housing developers, architects, planners, contractors, homeless and housing advocates, service providers, fair housing agencies, tenant advocates, community and interfaith organizations and activists, clergy and congregations, labor unions, environmental organizations, lending institutions, intermediaries and policy organizations, and city and county agencies and staff.

Job Summary: The Program Director researches, designs, implements and coordinates affordable housing advocacy, education, and strategic communications campaigns in communities throughout Alameda and Contra Costa counties. To accomplish campaign goals, the Program Director conducts outreach and training, develops education tools and programs, manages multi-media communications and the website, organizes events, engages and supports EBHO's staff, members and coalition partners, conducts policy and strategic research, and works with the media. EBHO provides an exciting opportunity for a self-motivated, team-oriented and creative individual who wants to have an impact on affordable housing and community organizing in the East Bay. The Program Director works under the supervision of the Executive Director.

Duties and Responsibilities:

- Develop and manage EBHO's education campaigns including Affordable Housing Week, affordable housing tours, and affordable housing workshops and presentations.
- Produce educational tools, trainings, and materials including EBHO's Annual Affordable Housing Guidebook.
- Direct, manage and grow EBHO's multi-media communications and website, including on-line and media advocacy.
- Collaborate and coordinate with EBHO's team of staff, board, and members on EBHO's programs including membership recruitment and engagement, EBHO's interfaith and resident organizing programs, and policy campaigns.
- Develop and implement advocacy campaigns through coalition organizing, outreach and networking, writing reports and articles, and developing leadership and capacity among EBHO's members and allies.
- Represent EBHO at public forums, in front of local legislative bodies, and at community events and meetings.
- Assist with fundraising, grant writing and reporting, and with EBHO's organizational development.

Qualifications:

- At least four years of experience and demonstrated leadership in program and project management, affordable housing, community development, community or labor organizing, communications, or related field, or two years of above work experience and demonstrated leadership with an MA degree in urban planning, public policy, communications or related field.

- Excellent writing, speaking, analytical and research skills.
- Strong computers, electronic communications, and html/web expertise.
- Experience conducting trainings, facilitating meetings, making public presentations and developing education materials.
- Experience working with coalitions, leading campaigns, directing programs, and managing projects.
- Demonstrated commitment to racial and economic diversity, and experience working with and in low-income communities.
- Self-motivated, with the ability to work in a small non-profit organization with a fast-paced collaborative and professional environment.
- Media, marketing, and design experience helpful.
- General knowledge of Bay Area housing issues preferred.
- Bilingual and bicultural preferred.

Salary and Benefits: \$44,000 - \$50,000 depending on experience. EBHO offers a competitive benefits package including full medical and dental insurance and paid vacation.

Application Process: Submit cover letter and résumé. Email to staff@EBHO.org or send to

Search Committee
EBHO
538 – 9th Street, Suite 200
Oakland, CA 94607

Position open until filled.

EBHO is an equal opportunity employer